

**South Arkansas Community College**  
**Planning Council Meeting Minutes**  
**April 22, 2016, 10:45 a.m., Administration Building Board Room**

**Staff Present:** Dr. Jim Bullock, Denise Robledo, Veronda Tatum, Francis Kuykendall, Vanessa Williams, Phil Ballard, Dean Inman, Sherry Howard, Jennifer Baine, Dr. John Spencer, Dr. Tim Kirk, Susan Spicher, Christy Wilson, Roslyn Turner

**Absent:** Dr. Stephanie Tully-Dartez, Dr. Barbara Jones, Carey Tucker, Dr. Mickey Best, Cynthia Reyna, Casey Martin, Caroline Hammond, Jim Roomsburg, Ray Winiecki, Ken Kelley, Jacob Smith, Doyle Manis

- I. Call to Order – Dr. Jim Bullock called the meeting to order in Dr. Stephanie Tully Dartez’s absence at 10:48 a.m.
- II. Approval of Regular Meeting Minutes – February 26, 2016 – Approved with minor edits.
- III. President’s Announcements – Dr. Barbara Jones - None
- IV. Actions/Discussion
  - A. Academic Affairs – Jennifer Baine
    1. CSCI 1713 Prerequisite and Description Change was approved and was recommended to be passed through to the Cabinet with the recommendation to approve.
    2. Change in OTA Curriculum. The Council recommends that the Cabinet members present instruct the Cabinet that it is the recommendation of the Planning council for this not to be approved and to be sent back down to the Academic Affairs Council for further correcting and deliberation due to the lack of ability to discuss the problems in person, possible budgetary and legal concerns, and copyright compliance concerns.
    3. Community Paramedic CP Program. The Council recommends that the Cabinet members present instruct the Cabinet that it is the recommendation of the Planning council for this not to be approved and to be sent back down to the Academic Affairs Council for further correcting and deliberation due to gainful employment concerns.
    4. Math for Nurses Course Name and Prefix Change. Was approved and was recommended to be passed through to the Cabinet with the recommendation to approve. Phil Ballard mentioned that he also sent before the Academic Affairs Council a proposal for the Technology Math course to have the prefix changed to MATH in addition to Math for Nurses. Jennifer Baine will follow up with Donna Hendrix on the status of this proposal and will report back to the Planning Council at the next scheduled meeting.
  - B. Student Affairs Proposal – Dr. John Spencer
    1. Student Services Division Plan was approved. It lines out goals for each department within Student Services and allows them to self-assess. Council recommends Cabinet to approve.
  - C. Administrative Affairs Proposal – Dr. Tim Kirk
    1. Wellness Program Approved. The Administrative Affairs Council approved and recommended that the College develop a wellness program based upon a proposal from the SouthArk leadership class, presented by Genevieve White. This would create and mark out walking trails on both campuses and would allow for some static wellness machines to be located throughout the trail.
    2. Administrative Technologies Committee

- i. APM Policy 5.35 – Digital Signatures Approved. The committee approved APM policy 5.35 permitting use of digital signatures. The President is wanting consistency across the board. There will be instruction sent out for creating and using digital signatures.
- ii. Reviewed draft APM policy – College boiler plate information

V. Announcements

- A. Academic Affairs – Mrs. Baine – None
- B. Student Affairs – Dr. Spencer – None
- C. Administrative Affairs – Dr. Kirk. Jenzabar is now launched and we are walking through any problems as they arise.

VI. Comments

VII. Adjournment – Dr. Jim Bullock adjourned the meeting at 11:20 a.m.